

Michigan Department of Civil Service

# REGULATION

<b>Appointing Authority Letter Reference:</b>  CS-6940	<b>Effective Date:</b>  March 18, 2001	<b>Index Reference:</b>  Position, Review, Reclassification, Effective Date	<b>Regulation Number:</b>  <b>4.05</b>
<b>Issuing Bureau:</b>  Human Resource Services	<b>Rule Reference:</b> Rules 1-3 (Regulations) 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		<b>Replaces:</b>  Reg. 4.05 (CS-6897, April 25, 1999)
<b>Subject:</b>  FREQUENCY OF REVIEW OF POSITIONS			

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## 1. **PURPOSE**

This regulation establishes the standards and procedures governing how often a position can be reviewed to ensure proper classification.

## 2. **CIVIL SERVICE COMMISSION RULE REFERENCE**

***Rule 1-3 Regulations** — The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding on the department of civil service, unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

***Rule 4-1 Position Establishment and Classification***

\* \* \*

**4-1.2 Classification** — *A position established in the classified service must be reviewed to classify the position properly.*

**Rule 4-2 Position Classification Review** — *The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

\* \* \*

- (b) **Frequency of review.** *The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.*

\* \* \*

### **3. STANDARDS**

- A.** The Department of Civil Service may review an occupied position not more than once in any 12-month period (equivalent to full time). If a significant, substantial, or material change has occurred since the last position review, a new position establishment may be required (see regulation 4.01, Establishment and Reclassification Actions That Require Civil Service Review).
- B.** The appointing authority may review an occupied position in a preauthorized classification no more than once in any 12-month period (equivalent to full time).
- C.** The appointing authority may request a classification review of a vacant position at any time prior to an appointment.

- D.** The date of the last position review is when a vacant position is filled or when the last classification action was taken on an occupied position.

Note: When a classification action is appealed, the effective date of the original action giving rise to the appeal is the date of the last position review.

- E.** An early reclassification is a request to review and reclassify a position before the 12-month period (equivalent to full time) has elapsed from the date of the last position action, or a reclassification of more than one level. The appointing authority can request a review of a position in any classification before the 12-month period (equivalent to full time), if the request meets one of the following conditions:

- 1.** The employee is performing the higher grade-level work in a bachelor-degreed classification and possesses a directly related master's degree, doctorate degree, or a recognized occupational license that is not a part of the classification's requirements. This may be substituted only once for the equivalent of 6 months of full time experience for any individual employee and only after the employee has served the equivalent of 6 months full time in the position.
- 2.** The employee is performing higher-level work and possesses a minimum of the equivalent of 12 months full time in multiple positions in the same classification and there is directly related value that the employee brings from the prior position. Both the value and relatedness of such prior position experience must be documented by the appointing authority.
  - a.** The appointing authority may execute a reclassification effective date approval when the 12-month (equivalent to full time) requirement is satisfied for the next level within the preauthorized class series. The appointing authority must retain documentation verifying the value and relatedness of the prior experience.
  - b.** The appointing authority may submit a request to the Department of Civil Service for accelerated reclassification of employees in classifications that require civil service review. In these situations, the appointing authority must document the value and relatedness of the prior position experience on the CS-129 form.

3. There has been atypically rapid growth (over the course of the equivalent of 6-months full time) in the assigned duties and responsibilities of the employee as documented on the position description and the employee qualifies for the higher level. The employee is performing the higher-level work and meets the requirements for the higher-level classification as determined by a Qualification Review form (CS-153A), or as evidenced by the employee's name appearing in the higher-level applicant pool.

Note: For purposes of meeting the probationary period requirement as provided in regulation 2.06, employees reclassified early to a higher classification will have the time served in the position at the lower level credited toward completing the probationary period required for the appointment.

- F. An early reclassification can be approved only once for an employee in a class series.
- G. Only appointing authorities can request early reclassifications. Early reclassifications requested pursuant to regulation 4.09, Employee Generated Position Reviews, will not be honored.
- H. Retroactive effective dates as described in regulation 4.04, Effective Dates for Classification Actions are not assigned to an early reclassification, except under standard C., of regulation 4.04, Effective Dates for Classification Actions.

#### 4. **PROCEDURES**

##### A. **Advanced Level and Above Early Reclassifications**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Appointing Authority	1. Submits a Position Action Request form (CS-129), Position Description form (CS-214), and any other necessary documents to the Department of Civil Service for review for any early reclassifications at the advanced level or above.

<u>Responsibility</u>	<u>Action</u>
Department of Civil Service	2. Reviews the request to determine if the position can be reviewed based on the above standards. Documents the decision.  3. Enters the necessary approved position information in the Human Resources Management Network (HRMN) and releases the Position Action Request form (CS-129).
Department of Civil Service	If disapproved, documents the reasons on the Position Action Request form, releases it, and informs employee of the classification action and appeal rights.
Appointing Authority	4. Receives the Position Action Request form and enters the employee information in the HRMN.

#### **B. Early Reclassifications On Preauthorized Positions**

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	1. Enters the necessary employee information into the HRMN as authorized in regulation 4.02, standard B.7.

#### **CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

**NOTE:** Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.